

**TOWN OF ROWE - BOARD OF ASSESSORS**  
**Meeting Minutes - Wednesday, July 7, 2021 – 3:00pm**  
**Rowe Town Hall – Assessors’ Meeting Room**

**This meeting was held at the Rowe Town Hall. Zoom audio/video conference was made available to the public.**

**Present:** Chair Rick Williams, Assessor Herb Butzke and Assessor’s Administrative Assistant Christine Bailey. Assessor Ellen Miller was absent.

**1. Call to Order:** Meeting was called to order by Chair Williams at 3:06pm.

**2. Minutes:**

- Minutes of June 24, 2021 (Reg) meeting: A motion to approve was made, seconded and passed unanimously.
- Minutes outstanding: Jun 30, 2020 (Reg & ES), Jul 21, 2020 (Reg), Aug 27, 2020 (Reg & ES), Sept 16, 2020 (Reg), Sep 22, 2020 (Reg), and Sep 29, 2020 (Reg).

**3. FY21 Budget/Payables:**

- Invoice from Baker Office Supply for office supplies in the amount of \$287.75 and a reimbursement request from Ellen Miller for two window fans in the amount of \$128.74 were reviewed. A motion to approve was made, seconded and passed unanimously.

| FY21 Acct                         | Acct #                      | 7-1-20<br>Approp | Curr Bal<br>(6-30-21) | Payroll/Payables  | Amount               | New Bal      |
|-----------------------------------|-----------------------------|------------------|-----------------------|---|----------------------|--------------|
| BOA Stipends                      | 01-141-5100-00000           | \$5,354          | \$1,338.47            |   |                      |              |
| Asst Assessor Wages               | 01-141-5102-00000           | \$12,000         | \$7,479.90            |   |                      |              |
| BOA Operations                    | 01-141-5701-00000           | \$9,600          | \$815.30              | Baker Office Supply invoice<br>Ellen Miller - Reimbursement | \$287.75<br>\$128.74 | \$398.81     |
| ATB Consulting/<br>Legal Support  | 03-141-5901-03166           | \$50,000         | \$12,347.82           |   |                      |              |
| Quint Reval –<br>RES/CIP          | 03-141-5902-03178           | \$1,600          | \$4,800               |   |                      |              |
| Quint Reval -<br>YAEC             | 03-141-5902-03179           | \$2,000          | \$6,000               |   |                      |              |
| Ann Updates -<br>Hydro Valuations | 03-141-5902-03180           | \$14,000         | \$0                   |   |                      |              |
| Ann Updates -<br>T&D/ROW Values   | 03-141-5902-03181           | \$5,000          | \$0                   |   |                      |              |
| Assessors Overlay                 | 01-1-230-217, 218, 219, 220 | \$313,110        | \$313,110             | FY21 Recap  | \$203,554            | \$507,958.60 |

**4. FY22 Budget/Payables:**

- Rick discussed Paul McLatchy (Administrative Assistant) email regarding FY22 Guidelines to ensure uniformity across departments regarding policies and updates. This included the FY22 Master Payroll Sheet and the new turnover sheet for departmental receipts.
- Invoices from CAI Technologies were reviewed for WEBGIS Support – Annual Renewal in the amount of \$2,400.00 and 1<sup>st</sup> Quarter Tax Map Maintenance for \$350.00 for a total of \$2,750.00. It was noted that the FY22 tax map maintenance amount increased by \$300 over previous fiscal year which was accounted for in the FY22 budget. A motion to approve was made, seconded and passed unanimously.

| FY22 Acct                         | Acct #                             | 7-1-21<br>Approp | Curr Bal<br>(7-1-21) | Payroll/Payables   | Amount                  | New Bal    |
|-----------------------------------|------------------------------------|------------------|----------------------|--|-------------------------|------------|
| BOA Stipends                      | 01-141-<br>5100-00000              | \$5,354          | \$5,354              |  |                         |            |
| Asst Assessor<br>Wages            | 01-141-<br>5102-00000              | \$12,000         | \$12,000             |  |                         |            |
| BOA Operations                    | 01-141-<br>5701-00000              | \$9,900          | \$9,900              | CAI Technologies - WEBGIS<br>Support Annual Renewal<br>CAI Technologies - 1 <sup>st</sup> Qtr Tax<br>Map Maintenance | \$2,400.00<br>\$ 350.00 | \$7,150.00 |
| ATB Consulting/<br>Legal Support  | 03-141-<br>5901-03166              | \$50,000         | \$62,347.82          |  |                         |            |
| Quint Reval –<br>RES/CIP          | 03-141-<br>5902-03178              | \$1,600          | \$6,400              |  |                         |            |
| Quint Reval -<br>YAEC             | 03-141-<br>5902-03179              | \$2,000          | \$8,000              |  |                         |            |
| Ann Updates -<br>Hydro Valuations | 03-141-<br>5902-03180              | \$14,000         | \$14,000             |  |                         |            |
| Ann Updates -<br>T&D/ROW Values   | 03-141-<br>5902-03181              | \$5,000          | \$5,000              |  |                         |            |
| Assessors Overlay                 | 01-1-230-<br>217, 218,<br>219, 220 | TBD              | \$507,958.60         |  |                         |            |

**5. MVExcise Warrants, Abatements, etc:**

- a. **Abatements:** The Board reviewed the following MVE abatement application. Motion to approve made, seconded and passed unanimously.

| Year | Type | Owner                       | Cert #   | Bill # | Vehicle             | Reason         | Amount  |
|------|------|-----------------------------|----------|--------|---------------------|----------------|---------|
| 2021 | MVE  | Raymond &<br>Marilyn Wilson | 21-03-MV | 457    | Mercedes<br>GLK 350 | Vehicle traded | \$82.25 |

- b. **The July monthly list of abatements** totaling \$82.25 was reviewed. Motion to approve made, seconded and passed unanimously.

- 6. New Deeds, Plans, etc. – June 2021:** Rick stated the office had just received a notice from the Registry of Deeds regarding multiple deeds, surveys, conservation restriction, easements and agreement, etc. involving properties owned by J.C. van Itallie. These documents will be reviewed and discussed at the next BOA meeting.

**7. FY22**

- Annual Permit Inspections - James Quackenbush of Mayflower Valuations spent the day with Rick on 6/30/2021 conducting onsite inspections of homes with open building permits for the purpose of updating property cards. Duane Adams had been unable to attend. It was discussed that open building permits are reviewed annually and all homes are reviewed every 10 years (full measure and list). Rick and Chris will be inputting the information marked up by James onto applicable property cards in the AssessPro system.
- Sales Analysis - Duane Adams of Mayflower Valuations will be meeting with Rick before the end of the month for the purpose reviewing FY22 valuations and to conduct the interim year sales analysis. Rick will discuss follow-up questions with Duane from the annual permit inspections.

- 8. Next Meeting:** TBD pending Duane's availability for completing the sales analysis

9. **Adjournment:** Unanimous vote to adjourn the meeting at 3:30pm.

Respectfully submitted,

Christine Bailey

Approved: FW Williams 8-12-21  
Frederick N. Williams, Chair Date

Ellen B. Miller

Herbert G. Butzke